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DD / S R E G I S T R Y

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FILE 08M 5

DD/S 63-5630

30 DEC 1963

MEMORANDUM FOR: Director of Personnel

SUBJECT : Coordination Role of PSD in Distribution of Graphics
Work Throughout all Graphics Components

Attached are copies of a memorandum dated 17 December 1963 to
DD/S from the Director of Logistics on the subject of Coordination of
Graphics Work and my note to Colonel White dated 23 December 1963.
Please note Colonel White's comments in the margin and that your
report should be submitted by 1 February 1964.



Executive Officer to the
Deputy Director for Support

25X1

Atts: As Stated

EO-DD/S:VRT:maq (30 Dec 63)

Distribution:

Orig - Adse w/atts (DD/S 63-5465 and VRT note -)

✓ 1 - DD/S Subject w/O's of atts

1 - DD/S Chrono

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DD/S 63-5641

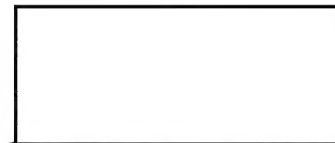
30 DEC 1963

MEMORANDUM FOR: Director of Logistics

**SUBJECT : Coordination Role of PSD in Distribution of Graphics
Work Throughout all Graphics Components**

**REFERENCE : Memo dtd 17 Dec 63 to DD/S fm D/L, same subj -
DD/S 63-5465**

Attached is a copy of my note dated 23 December 1963 to Colonel White regarding reference memorandum. Colonel White's comments are noted in the margin.



**Executive Officer to the
Deputy Director for Support**

25X1

Att: As Stated

EO-DD/S:VRT:maq (30 Dec 63)

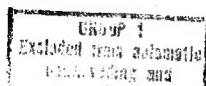
Distribution:

Orig - Adse w/att

1 - DD/S Subject w/O of att

1 - DD/S Chrono

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DD/S 63-5465

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DEC 1963

MEMORANDUM FOR: Deputy Director for Support

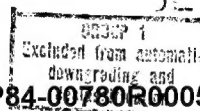
SUBJECT: Coordination Role of PSD in Distribution of Graphics Work Throughout all Graphics Components

REFERENCE: Memorandum dated 6 June 1963 for Executive Director, from DD/S, Subject: Agency's Visual Aids/Graphics Services

1. This memorandum is for information only.
2. Referenced memorandum informs the Executive Director that the Chief, Printing Services Division, has been requested to comment on the graphics coordinating role which his division can or should play after a few months of experience with the graphics unit recently assigned to PSD.
3. The Graphics and Visual Aids Staff has been a part of PSD's responsibilities for approximately six months. This staff is a consolidation of the former SSA/DDS Visual Aids component and the unit formerly a part of the Administrative Staff, Office of Logistics. The Chief and Deputy Chief, PSD, have devoted a considerable amount of their time to becoming familiar with the work of this staff and its place in the overall Agency graphics picture.
4. The experience acquired in the operation of a graphics unit indicates that it is not necessary or feasible for PSD to have a coordinating role in effecting distribution of work throughout all of the Agency's graphics components. We have seen no real need for this. Most of the graphics units existing in the Agency have been developed because of a need for a specialized graphics function. It is doubtful that even a professional graphics man could be sufficiently experienced in all of the specialized graphics fields to do an adequate job of coordination of work among these units. A non-professional graphics man would be of no value at all in this respect. To effectively coordinate the distribution of graphics work among the various units would require a considerable amount of effort on the part of an expert in the graphics field and could, in fact, be almost a full time assignment for such a person. The

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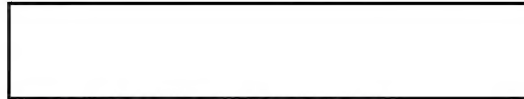
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SUBJECT: Coordinating Role of PSD in Distribution of Graphics
Work Throughout all Graphics Components

only PSD personnel even partly qualified in this respect are the experienced graphics personnel who are engaged full time in production of this work. The Chief, PSD, and his top subordinates are not technically qualified to perform the coordination and their physical location would otherwise prohibit their doing this. Therefore, the only way in which PSD could perform the coordinating function would be the assignment of additional personnel for this purpose. Since we have found little need for such coordination, it is not believed that additional personnel should be assigned to perform this task.



JAMES A. GARRISON
Director of Logistics

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23 December 1963

MEMORANDUM FOR: Colonel White

In your memorandum to the Executive Director dated 6 June 1963, you stated that you had asked the Chief, Printing Services Division, to comment on the coordinating role which his Division can or should play after he has had a few months of experience with the Graphics Unit assigned to him. Attached is his comment -- signed by Mr. Garrison. He states that a coordinating role would be impractical, is not needed, and would require additional personnel.

I believe that the Chief, PSD could not effectively cross command lines and coordinate workloads or management of the several graphics units. A review of the background material indicates that you are not obligated to report further to the Executive Director-Comptroller, therefore it is recommended that this matter be closed. (I do not agree that a graphics expert would be needed if coordination were attempted. An administrator, not an artist, would have a better chance of doing the job. Neither do I agree that the coordinating role would necessarily require more personnel -- it would require the conversion of a technical position to one of administration.)

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In your memorandum of 6 June 1963 to the Executive Director, you also stated that you had asked the Director of Personnel to monitor on a continuing basis the over-all management of graphics personnel. I recommend this subject be followed with a report by the Director of Personnel by 6 June 1964 stating the monitoring which has taken place, what it has accomplished, and what is needed for the future. If you agree, I will ask Personnel for such a report.

Why not 1 Feb?

V.T.
VRT

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